United States District Court

for the				
District of				
	Civil Action No.			
SUMMONS IN A CIVIL ACTION				
To: (Defendant's name and address)				
A lawsuit has been filed against you.				
Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:				
If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court. **CLERK OF COURT**				
Date:	Signature of Clerk or Deputy Clerk			

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

	This summons for (n	name of individual and title, if an	y)		
was re	ceived by me on (date)		·		
	☐ I personally serve	ed the summons on the ind	ividual at (place)		
			on (date)	; or	
	☐ I left the summons at the individual's residence or usual place of abode with (name)				
	☐ I served the summ	mons on (name of individual)		, who is	
	designated by law to accept service of process on behalf of (name of organization)				
			on (date)	; or	
	☐ I returned the summons unexecuted because				
	☐ Other (specify):				
	My fees are \$	for travel and \$	for services, for a total of \$		
	I declare under penalty of perjury that this information is true.				
Date:		- -			
			Server's signature		
		_	Printed name and title		
		_	Server's address		

Additional information regarding attempted service, etc: